



OKLAHOMA CITY COMMUNITY COLLEGE

SharePoint Sharing

Note that your sharing experience may look slightly different than the steps discussed depending on your assigned permissions. Reach out to your site's owner if you have additional questions about sharing items.

Share Files/Folders with Specific People:

- From your team's SharePoint site, navigate to the file or folder you want to share by selecting its circle icon.
- Select the "Share" option at the top of the page.

The screenshot shows the SharePoint interface for a site named "ERP - Enterprise Resource and Planning". The "Share" button is highlighted in the top ribbon. A "Share" dialog box is open for the file "Introduction Video.mp4". The dialog has a title bar with a gear icon (Sharing Settings Link) and a close button. Below the title bar is a text input field "Add a name, group, or email" with a user icon on the left and a visibility icon on the right. Below that is a text area "Add a message". At the bottom of the dialog, there is a section "People you specify can view." with a dashed line pointing to a "Shared With" list in the main interface. To the right of this section are two buttons: "Copy link" and "Send".

If the selected file is shared with someone already, there is a "Shared With" list at the bottom.

Gear Icon

Sharing Settings Link

- Select the **gear icon** in the upper right-hand corner of the window, or the **Sharing Settings link** to open the link settings.



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← **Sharing settings** ⓘ ×
Introduction Video.mp4

Share the link with

- Anyone ⓘ
- People in Oklahoma City Community College ⓘ
- People with existing access ⓘ
- People you choose**
Share with specific people you choose inside or outside of Oklahoma City Community College, using their name, group, or email.

More settings

- Can view ▾
- Block download Off

Apply Cancel

Choose the appropriate sharing level option.

Select if the user can view/edit files or folders.

Block downloads if applicable.

Then, select an option for who you want to give access to with the link.

Sharing Level Options:

- **Anyone** - Provides access to **anyone** who receives the link, whether they receive it directly from you or it's forwarded from someone else.
- **People in OCCC** - Gives anyone in OCCC who has access to the link the ability to access the shared file.
- **People with existing access** - Provides access to those who already have access to the specified document or folder.
- **People you choose** - Gives access only to the people you specify – this may include people outside of OCCC. However, unlike the “Anyone” option – this doesn't include users who get a forwarded link unless they already have existing access.



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More Settings:

Select if the user can view or edit the file:

- **Can edit:** If you're sharing a folder, people with edit permissions can copy, move, edit, rename, share, and delete anything in the folder they have access to.
- **Can view:** Users can view, copy, or download your items without signing in. They can also forward the link to other people. However, they cannot make changes to the version on your SharePoint.

Block downloads:

The block download option prevents people from downloading the file or folders they have access to. Unchecking this box means that people can download the files onto their devices.

Once you have set all your link settings and permissions, select the "Apply" button.

The screenshot shows a 'Share' dialog box titled 'Share "Introduction Video.mp4"'. At the top right are icons for settings, a menu, and a close button. Below the title is a search field with a magnifying glass icon and the placeholder text 'Add a name, group, or email'. To the right of this field is a visibility icon (an eye) and a dropdown arrow. Below the search field is a larger text area with a pencil icon and the placeholder text 'Add a message'. Underneath this area, it says 'People you specify can view.' followed by four person icons. At the bottom right are two buttons: 'Copy link' with a link icon and 'Send' with a play button icon.

In the "Name, group or email" field, enter the email addresses or contact names of the people you want to share with. Then, select the "Send" button.

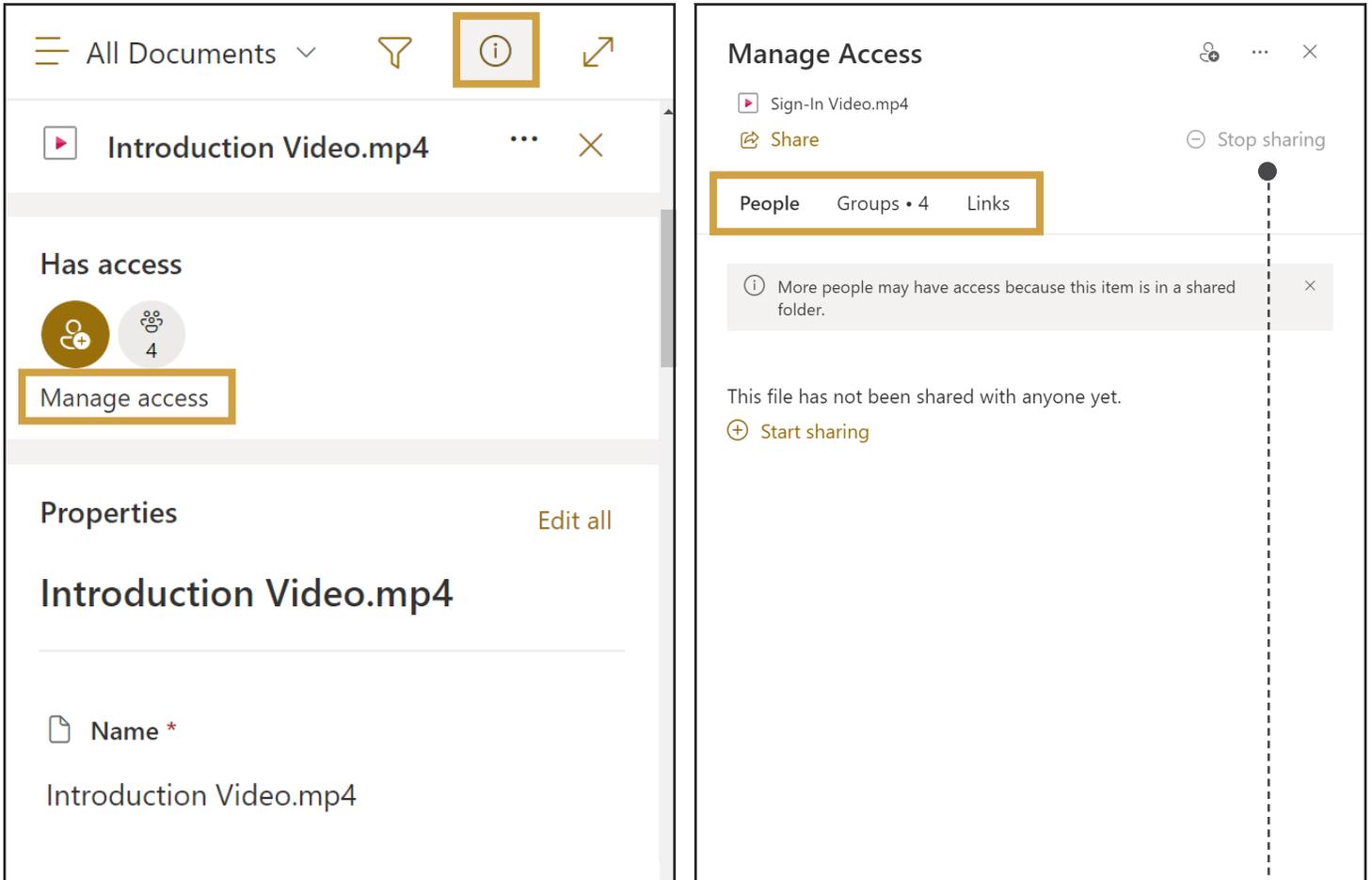
- Alternatively, select the "Copy link" button to send the link to the user manually.



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See Who a File is Shared With:

- In your document library, select the file or folder.
- Select the “Information” button to open up the Details Pane. 
- Select the “Manage Access” option. People and groups the item has been shared with will appear in this tab.



The screenshot shows the SharePoint interface for a file named "Introduction Video.mp4". On the left, the "Details Pane" is open, showing the file name, a "Manage access" button, and a "Properties" section. On the right, the "Manage Access" pane is open, showing the file name, a "Share" button, and a "Stop sharing" button. The "Manage Access" pane has three tabs: "People", "Groups • 4", and "Links". A message indicates that more people may have access because the item is in a shared folder. Below the message, it says "This file has not been shared with anyone yet." and there is a "Start sharing" button.

Stop Sharing Files/Folders:

In the Details pane:

- Click “Stop sharing” to stop sharing the file entirely. ●
- To delete a sharing link, click the trash can icon next to the link to remove it. ●



The screenshot shows the "Links" tab in the "Manage Access" pane. It displays a list of sharing links. The first link is "https://myoccc.sharepoint.com/:v:/s/ER...". To the right of the link are buttons for "Copy", a settings gear, and a trash can icon. Below the link, it says "People you specify can edit".